Oklahoma Career Tech Foundation

Adult Career Technology Students

Otha Grimes/ Francis Tuttle Memorial Scholarships

Eligibility Criteria

This scholarship is available to adult students enrolled in a program at a Career & Technology Center. The application may be duplicated but it must be on 8 1/2” x 11” white paper, preferably copied from front and back. **Application must be typed or neatly printed. Applicants should not submit a copy of a previously submitted application.**

Each school may submit a maximum of 10 applications for consideration. The Financial Aid Administrator should go through the application with each applicant prior to the application being completed. In the past, most applications have been ruled “not eligible” due to the student not signing the application form and/or not giving the specific amount they are requesting. Some have left the line blank or listed “any amount” or give a range such as $100-$500. **The applicant must indicate the specific dollar amount requested. Applicants should list only current semester amounts on the application.**

The Financial Aid Administrator should review the completed applications and determine the school’s top 10 priorities. Appoint a priority of need for each application and assign the priority number in the appropriate location on Page 2 of the application form. Financial Aid Administrators should sign each of the 10 applications. **Applications will not be considered if they have not been signed and prioritized by a Financial Aid Administrator from your school.** Be sure to prioritize the applications **by school – NOT by campus.**

**Financial Aid Administrator should give Oklahoma residents due consideration when ranking the applications. Administrator should submit the original scholarship application to the foundation.**

Use of Scholarship Funds

Any scholarships received from the Oklahoma Career Tech Foundation must be used for the **current semester expenses** that **directly relate** to a student attending a technology class. Examples of allowable expenses include: Tuition, books, uniforms, gasoline, conference registration fees, school supplies and childcare. Examples of expenses not allowed include: Clothing, rent and food. If a student attending your school is awarded a scholarship, we will send the check to the school and you will be responsible for allocating the scholarship money to the student on an as-needed basis. The school is responsible for ensuring that scholarship funds are applied towards the students’ educational expenses as identified in the application.

Application Deadlines

**Applications must be postmarked on or before February 1** for the Spring Scholarship deadline, **May 23** for the Summer Scholarship deadline, and **September 15** for the Fall Scholarship deadline. **Applications must be prioritized, completed and signed by the Financial Aid Administrator to be eligible for consideration. Incomplete or late applications will be returned to the school Superintendent.** It is the school’s responsibility to make sure that the Foundation receives your applications. **We recommend the applications be sent by “certified” mail to ensure the applications reach our office.**

The Oklahoma Career Tech Foundation’s Scholarship Committee will meet to vote on the scholarship winners and will notify you of your school’s winners. Interested students should apply as early as possible. If additional information is needed, please contact Lisa Eden, Administrator, Oklahoma CareerTech Foundation, at (405) 743-5453 or email lisa.eden@careertech.ok.gov
The Oklahoma Career Tech Foundation
Otha Grimes Memorial and Francis Tuttle Memorial
Scholarship Application

Spring (February 1 st )_____ Summer (May 23 rd )_____ Fall (September 15 th )_____

PLEASE PRINT OR TYPE APPLICATION (DO NOT COPY A PREVIOUSLY SUBMITTED APPLICATION)

Name:_______________________________________________________________________________

( Last)                                                   ( First)                                                     ( M.I.)

Address:_____________________________________________________________________________

( Street)                                                   ( City)                         ( State)                 ( ZIP)

Home Phone Number: _________________________      Cell Number:_________________________

Technology Center (please include campus):______________________________________________

Is the applicant applying as an in-district or out-of-district student:___________________________

Program in which you are enrolled:______________________________________________________

Date you started in the program:________________________________________________________

Date you plan to complete the program:___________________________________________________

Name of the instructor who can document your program endeavors:__________________________

Define your career objective:___________________________________________________________

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What circumstances dictate your financial need for scholarship assistance (please be specific):

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_____________________________________________________________________________________
List all educational expenses (specify the item and cost of each item for the current semester):  
(Only list allowable scholarship expenses, refer to guidelines)

_____________________________________________________________ $_________________  
_____________________________________________________________ __________________  
_____________________________________________________________ __________________  
_____________________________________________________________ __________________  
_____________________________________________________________ __________________  

List all financial support you have or plan to receive this semester (Pell or other scholarships – specific the support and amount):

_____________________________________________________________ $_________________  
_____________________________________________________________ __________________  
_____________________________________________________________ __________________  

Total amount of scholarship funds you are requesting this semester: $_________________
(Note: This application will NOT be considered unless amounts are indicated.)

I hereby certify that the above information is correct to the best of my knowledge, and that I am at least 18 years of age. Incomplete information may jeopardize this application from being considered.

_________________________________________ ________________________________
Date                  Applicant’s Signature

Financial Aid Administrator

Date:____________  Recommended Local Priority Number of Applicant:_____________
(School should give Oklahoma residents due consideration when ranking)

_________________________________________ ________________________________
Technology Center                  Financial Aid Administrator’s Signature & Email

Scholarship must be applied towards students’ specific needs identified above.

(If you desire, attach a separate page for additional information or for clarification of any item(s) in your application)

Revised 2/18/2014
Otha Grimes/Francis Tuttle Scholarship Application Submission Instruction Checklist

_____ Accurately complete and submit all required sections of the application in its entirety. Incomplete applications will not be considered.

_____ Application is signed by applicant and technology center financial aid administrator (with priority rating). School should give priority to Oklahoma residents.

_____ Signed, original application must be submitted to the foundation.

_____ A specific dollar amount was requested.

_____ Application submitted before spring deadline of February 1, summer deadline of May 23, or fall deadline of September 15 to:

Lisa Eden
Oklahoma Career Tech Foundation
1500 W. Seventh
Stillwater, Oklahoma 74074